



Connecticut Chapter of the International Association of Assessing Officers

Promoting CAE • RES • CMS • PPS • AAS IAAO Professional Designations & Workshops

Course 400 - Assessment Administration

Course 400 provides fundamental management concepts for management and supervisory personnel in the assessor's office. The course begins by emphasizing the need for management, and the various roles placed on the assessor and all supervisory personnel. The course then introduces the four major management functions (planning, organizing, directing, and controlling). Although the four functions are interrelated, a separate chapter is devoted to each one. This provides for a greater understanding of the major functions.

When: October 18-22, 2010

Where Rocky Hill Fire Headquarters
3050 Main Street
Rocky Hill CT

Time: 8:00am to 5:00pm

Cost: Early Bird Registration before July 31, 2010

\$375.00 CT Chapter Members

\$425.00 Non-Members

Late Registration After August 1, 2010

\$425.00 CT Chapter Members

\$475.00 Non-Members

Course fees include the cost of materials. (Lunch on your own)

For questions or to make your reservation contact Melinda Fonda 203-385-4025 or email to mfonda@townofstratford.com

Municipality/Company: _____

Name of Attendee: _____

Phone _____ Email _____

Amount Enclosed _____

Make Checks Payable to the

**CT. Chapter of IAAO
C/O Melinda Fonda
Town of Stratford
2725 Main St
Stratford CT 06615**